

How do I register on the Consumer Portal? An 'Account Registration' in the Consumer Portal is the first step in applying for Long Term Care for yourself or for someone else.

Public User Instructions

- Click on "Create Account"
- Enter your name
- Choose 'Applying for Self'
- Enter a valid email address (If you have applied for benefits before and used a valid email address, you must use that same email address if it is still valid.)
- Enter your personal information
- Hit register

Nursing Home Instructions

- Click on "Create Account"
- Enter your name
- Choose no when asked if you are 'Applying for Self'
- Select Nursing Facility Option
- Select the name(s) of the facility that you work from the drop down
 - *To select more than one facility, select the first one and then hold down the Ctrl key to select subsequent facilities*
- Select either 'Manager' or 'Staff' as your role
- Enter a valid email address
- Enter your personal information
- Click on 'Register'

Authorized Representative Instructions

- Click on "Create Account"
- Enter your name
- Choose no when asked if you are 'Applying for Self'
- Select Authorized Representative
- Enter a valid email address
- Enter your personal information
- Click on 'Register'